MANUAL BAGI MEMOHON
"CUTI TAHUNAN"

GEMS
INTELLIGENT. INTERACTIVE. INNOVATIVE.

My Links   Select One: ▼

Personalize Content Layout Tuesday, November 1, 2016

Menu
▷ Self Service
▷ Global Payroll & Absence Mgmt
▷ Workforce Development
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1. Klik *"Self Service"*

GEMS Help Centre
Plea...
top...
fun...

Co...
Gu...
•

*Peringatan:
Membuat permohonan cuti boleh melalui
"Quick Links" dengan menekan punat "Request Absence"*

Welcome to GEMS!

*"Towards Excellent, Interactive and Integrated Public Service
in line with 21st Century's Civil Service Vision"*

For any inquiries, please contact GEMS Helpdesk at +6732382407 or email at gems.helpdesk@psd.gov.bn

Discussion Forums
No Discussions available

Sistem Perumahan

Maklumat Kelas Rumah
Maklumat Tuan Punya Rumah
Maklumat Rumah Sewa
Maklumat Penghuni
Menjana Laporan

GEMS News

APLIKASI KEHADIRAN GEMS

Assalamualaikum dan Salam Sejahtera,

Aplikasi kehadiran kini telah diperbaharui dengan penambahan "Attendance Reason" dalam paparan kehadiran GEMS. Ianya menyediakan pilihan seperti **Datang Kerja, Balik Tengahari, Urusan Rasmi, Urusan Peribadi dan Balik Kerja.**

Aplikasi ini akan digunapakai secara percubaan pada **minggu ketiga bulan September 2014.** Dipohonkan kerjasama semua pengguna untuk meneruskan penggunaan aplikasi kehadiran ini seperti biasa secara berterusan walaupun ianya dalam tempoh percubaan.

· **Punat** *Punch In* **dan** *Punch Out*

Ketika Punat *Punch In* ditekan maka *Attendance Reasons* - **Datang Kerja** sahaja yang dapat dipilih, ianya adalah bagi maksud:

Ø Mula masuk bertugas sebelah pagi;

Ø Kembali bertugas setelah selesai urusan rasmi / peribadi diluar pejabat; atau

Ø Kembali bertugas disebelah petang.

Ketika Punat *Punch Out* ditekan maka *Attendance Reasons* - **Balik Tengahari ; Urusan Rasmi ; Urusan Peribadi ; atau Balik Kerja** boleh dipilih bagi tujuan-tujuan yang berkaitan.

Quick Links

My E-mail	My Calendar
My Payslips	My Benefits
My Performance	My Learning
My Careers	My Reports
My Surveys	My Time & Attendance
Team Learning	Request Absence
My Exam Results	Induction Documents Checklist

My Leave Balance

Absence Balances as of 31/10/2016

If you view your Absence Balances, your leave balance of Annual Entitlement is as of 31/10/2016. Should you noticed that the leave balance is not correct, please consult your GEMS Human Resource Specialist Absence (HRS Absence) at your Administration Section.

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- ▼ Self Service
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My Links   Select One: ▼

Main Menu >

📁 **Self Service**

Self Service transactions include: browsing and searching the catalog, enrolling and viewing your learning transcript.

Room Booking
Room Booking
▤ Make Room Booking
▤ View Room Booking
▤ View Room Information

Dasar Keselamatan Data GEMS
Dasar Keselamatan Data GEMS

Verify Employee Information
Verify Employee Information

Induction Documents Checklist
Induction document checklist of employee

Review Transactions
Review transactions that you submitted for approval

Time Reporting
Report and review your time, schedules, request absences and more.
📁 Report Time
📁 View Time

> 2. Klik "*Time Reporting*"

Personal Information
Review and update your personal information.
▤ Personal Information Summary
▤ Home and Mailing Address
▤ Phone Numbers
  5 More...

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
▤ E-Payslip Summary Page

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
📁 Claim/Application Request
▤ Dependent Information
📁 Benefits Information
▤ Dependents and Beneficiaries

Learning and Development
Add or review information about profiles of skills and competencies, interest lists, training and development.
▤ My Profile
▤ My Job Profiles

Learning
View and maintain learning records and objectives, and browse and search the learning catalog.
▤ BCS Exam result
▤ Submit Travel Arrangements
▤ View Travel Arrangements
  5 More...

Performance Management
Access your performance and development documents, and evaluations you have done for others.
📁 My Performance Documents
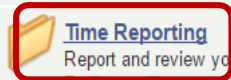📁 Other's Performance Documents

Recruiting Activities
Recruiting Activities
▤ Careers
▤ Interview Evaluations
▤ Interview Calendar
▤ Interview Team Schedule

Attendance

▤ On-Line Submission Page

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My Links   Select One: ▼

Main Menu > Self Service >

📁 **Time Reporting**

Report and review your time, schedules, request absences and more.

📁 **Report Time**
Report your time and request planned overtime and absences.

📋 Request Absence

3. Klik *"Report Time"*

View Time
View your schedules, forecasted, payable and comp time, exceptions and more.

📋 Monthly Schedule
📋 Absence Request History
📋 Absence Balances

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Workforce Development
Set Up HRMS
Set Up ELM
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Content Management
Reporting Tools
- Take a Survey
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My Links   Select One: ▼

Main Menu > Self Service > Time Reporting >

📁 **Report Time**

Report your time and request planned overtime and absences.

📄 **Request Absence**
Request an absence.

4. Klik *"Request Absence"*

My Links   Select One:

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- Self Service
  - ▷ Room Booking
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    - ▽ Report Time
      - – Request Absence
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Select Job

ABDUL RAHMAN BIN ABDUL RAHIM

Currently, you hold multiple jobs - Please select the job for this transaction.

Job Title	Department	Supervisor Name	Company
● KERANI	BAHAGIAN GEMS	MD ALI BIN HUSSIN	Prime Minister's Office
○ PENYELIA PEJABAT	K'TANGAN PENTADBIRAN TEMBURONG		Ministry of Health

[Continue]

6. Klik *"Continue"*

Halaman ini akan terpapar sekiranya :

5.(i) Awda memegang beberapa jawatan, seperti memangku jawatan lain disamping tugas, sila pilih jawatan awda yang sebenar untuk memohon cuti.

(ii) Awda diperbantukan ke jabatan yang lain, sila pilih jawatan di jabatan mana awda ditempatkan

My Links   Select One:

enu —

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country' please select 'Exit Country' under Filter by Type.

Absence Detail

| *Start Date: | [📅] | View Monthly Schedule |

Filter by Type:

*Absence Name:

December	2016
S	M	T	W	T	F	S
					1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

◀ Current Date ▶

Handover Document

| Job Description | Status | | First ◀ 1 of 1 ▶ Last |
| 1 | | | [+] [−] |

Leave Request Approval Chain

Leave Approver

Confirm Approver

Comments

Requestor Comments:

* Required Field

Go To: View Absence Request History

       View Absence Balances

---

9. Klik *"Calendar"* untuk memilih tarikh permulaan cuti

10. Apabila kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun **2016** dan bulan **Disember**

11. Kemudian pilih tarikh permulaan cuti yang ingin dipohonkan.

Contoh : Klik pada **12** haribulan.

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields
before submitting your request. If Leave application is 'Annual Leave with Exit Country',
please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: 12/12/2016   View Monthly Schedule

Filter by Type:

| Accumulating Leaves |
| Benefit Adjusting Leaves |
| Exit Country Leave |
| Non-Accumulating Leaves |

*Absence Name:

Handover Document   Customize | Find | First ◁ 1 of 1 ▷ Last

Job Description	Status	Refer To	Comments	
1				➕ ➖

Leave Request Approval Chain

Leave Approver [   ] 🔍

Confirm Approver

Comments

Requestor Comments:

* Required Field

Go To: View Absence Request History

      View Absence Balances

12. Pilih *'Accumulating Leaves'* dari senarai yang dipaparkan di ruang *'Filter by Type'*.

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My Links   Select One:

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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: 12/12/2016   View Monthly Schedule

Filter by Type:
- Accumulating Leaves
- Benefit Adjusting Leaves
- Exit Country Leave
- Non-Accumulating Leaves

*Absence Name:

Handover Document   Customize | Find | First ◀ 1 of 1 ▶ Last

Job Description	Status	Refer To	Comments		
1				➕	➖

Leave Request Approval Chain

Leave Approver [ ] 🔍

[Confirm Approver]

Comments

Requestor Comments: [ ]

* Required Field

Go To: View Absence Request History

         View Absence Balances

---

*Pengertian :

➤ **Accumulating Leaves** - untuk permohonan : Cuti Tahunan / Cuti Mandatori / Cuti Sakit (dari klinik swasta), Cuti Sakit Disahkan sendiri (CSDS).

➤ **Benefit Adjusting Leaves** - untuk permohonan : Cuti Beranak / Cuti Khas Menunaikan Fardhu Haji / Cuti Menemani Pesakit / Cuti Khas Menemani Suami atau Isteri bertugas di luar Negeri / Cuti Tidak Bergaji.

➤ **Exit Country Leave** - untuk permohonan : Cuti Tahunan seterusnya ke Luar Negeri / Permohonan ke Luar Negeri sahaja.

➤ **Non-Accumulating Leaves** - untuk permohonan : Cuti Sakit daripada Klinik Kerajaan / Off-In-Lieu/Cuti Batuk Kering/Cuti Tanpa Catat.

Awda boleh memilih jenis cuti yang ingin dipohonkan di ruangan **"Filter by Type".** Setiap cuti yang awda pilih akan mempunyai pelbagai nama cuti di ruangan **"Absence Name"**

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Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields
before submitting your request. If Leave application is 'Annual Leave with Exit Country',
please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date:	12/12/2016 📅 View Monthly Schedule
Filter by Type:	Accumulating Leaves ⌄
*Absence Name:	Annual Leave
	Mandatory Leave
	Medical Leave (Private)
	Self-Cert Med Lv

Handover Document   ustomize | Find | 🔣   First ◁ 1 of 1 ▷ Last

	Job Description		Comments	
1		⌄		➕ ➖

Leave Request Approval Chain

Leave Approver [   ] 🔍

Confirm Approver

Comments

Requestor Comments: [   ] 🖋

* Required Field

Go To: View Absence Request History

          View Absence Balances

> **13**. Pilih *'Annual Leave'* dari senarai yang dipaparkan di ruang *'Absence Name'*.

My Links   Select One:

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ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country' , please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date:	12/12/2016 📅 View Monthly Schedule
End Date:	📅
Filter by Type:	Accumulating Leaves ▾
*Absence Name:	Annual Leave ▾ Current Balance: 22.00 Days**
Duration:	Days

[Calculate Duration]

Handover Document

Customize | Find | ⊞   First ◀ 1 of 1 ▶ Last

	Job Description	Status	Refer To	Comments		
1		▾			➕	➖

Leave Request Approval Chain

Leave Approver [   ] 🔍

[Confirm Approver]

Comments

Requestor Comments: [   ] ✔

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

[Submit]

Go To: View Absence Request History

         View Absence Balances

---

14. Setelah memilih *Absence Name'* , ruang tambahan seperti Tarikh Tamat (End Date), Tempoh (Duration) dan Timbang Terima Tugas (Handover Document) akan dipaparkan.

Awda juga dapat melihat Baki Cuti Tahunan awda.

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My Links   Select One:

Request Absence

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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: 12/12/2016   View Monthly Schedule

End Date: ____

Filter by Type: Accumulating

December	2016
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

◀ Current Date ▶

*Absence Name: Annual Leave   22.00 Days**

Duration: ____

Calculate Duration

Handover Document

| Job Description | Status | | First 1 of 1 Last |
| 1 | | | |

Leave Request Approval Chain

Leave Approver: ____

Confirm Approver

Comments

Requestor Comments: ____

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

Go To: View Absence Request History

     View Absence Balances

---

15. Klik *'Calendar'* untuk memilih tarikh tamat cuti.

16. Apabila Kalendar dipaparkan, pilih tahun dan bulan yang ingin dipohonkan.

Contoh : Klik pada tahun **2016** dan bulan **Disember**.

17. Pilih tarikh tamat cuti awda. Contoh : **17 haribulan**.

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My Links | Select One:

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields
before submitting your request. If Leave application is 'Annual Leave with Exit Country',
please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date:	12/12/2016
End Date:	17/12/2016
Filter by Type:	Accumulating Leaves
*Absence Name:	Annual Leave　　Current Balance: 22.00 Days**
Duration:	6.00 Days

Calculate Duration

View Monthly Schedule

18. Klik *'Calculate Duration'* untuk mengira tempoh cuti yang dipohonkan.

19. Ini adalah jumlah cuti yang dipohonkan.

Handover Document　　Customize | Find |　First ◄ 1 of 1 ► Last

	Job Description	Status	Refer To	Comments		
1					＋	－

Leave Request Approval Chain

Leave Approver [　　　　] 🔍

Confirm Approver

Comments

Requestor Comments: [　　　　　　　　　　　]

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

Go To:　　View Absence Request History

　　　　　View Absence Balances

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KERANI

D.1-2-3 EB 4-5
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: 12/12/2016   View Monthly Schedule

End Date: 17/12/2016

Filter by Type: Accumulating Leaves

*Absence Name: Annual Leave   Current Balance: 22.00 Days**

Duration: 6.00   Days

Calculate Duration

Handover Document   Customize | Find | 🔢   First ◀ 1 of 1 ▶ Last

	Job Description	Status	Refer To	Comments	
1					[+] [−]

Leave Request Approval Chain

Leave Approver [   ] 🔍

Confirm Approver

Comments

Requestor Comments: [   ]

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

Go To: View Absence Request History

View Absence Balances

---

20. Bahagian ini adalah *Optional* untuk diisikan. Sekiranya terdapat penyerahan timbang terima tugas kepada pegawai yang diaturkan untuk memangku, sila isikan ruangan *"Handover Document"*.

Contoh Handover Document:

- **Job Description** : Menyediakan struktur organisasi

- **Status** : Progress

- **Refer To** : Penyelia Pejabat

- **Comments** : Mendapatkan senarai terkini pegawai kakitangan

Nota:

Jika sekiranya terdapat lebih dari satu (1) atau beberapa tugas yang akan diserahkan, sila klik ikon [+].

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  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - − Dasar Keselamatan Data GEMS
  - − Verify Employee Information
  - − Induction Documents Checklist
  - − Review Transactions
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Reporting Tools
- − Take a Survey
- − Change My Password
- − My Personalizations
- − My System Profile

My Links   Select One: ▼

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date: 12/12/2016   View Monthly Schedule

End Date: 17/12/2016

Filter by Type: Accumulating Leaves ▼

*Absence Name: Annual Leave ▼   Current Balance: 22.00 Days**

Duration: 6.00 Days

[Calculate Duration]

Handover Document   Customize | Find | First ◁ 1 of 1 ▷ Last

Job Description	Status	Refer To	Comments	
1	▼			+ −

Leave Request Approval Chain

Leave Approver 70000004 🔍 MD ALI BIN HUSSIN

[Confirm Approver]

Comments

Requestor Comments:

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

[Submit]

Go To: View Absence Request History

View Absence Balances

21. Sila masukkan bilangan kad pengenalan pegawai yang membenarkan di ruang *'Leave Approver'* dan klik *'Confirm Approver'*.

22. Jika bilangan kad pengenalan pegawai yang membenarkan tidak diketahui, sila klik ikon ini untuk memilih pegawai yang akan membenarkan cuti awda.

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My Links   Select One: ▾

Menu

▽ Self Service
  ▷ Room Booking
  ▽ Time Reporting
    ▽ Report Time
      – Request Absence
    ▷ View Time
  ▷ Personal Information
  ▷ Payroll and Compensation
  ▷ Benefits
  ▷ Learning and Development
  ▷ Learning
  ▷ Performance Management
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▷ Global Payroll & Absence Mgmt
▷ Workforce Development
▷ Set Up HRMS
▷ Set Up ELM
▷ My Content
▷ Content Management
▷ Reporting Tools
– Take a Survey
– Change My Password
– My Personalizations
– My System Profile

Look Up Leave Approver

Search by: EmplID ▾ begins with [   ]

[Look Up]   Cancel   Advanced Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All

EmplID	Empl Rcd Nbr	Official Name	Department
			SA127003
			SA053
			SA101
			SA101010
			SA005001
			SA0860050
			SA101
			SA101
			SA131009
			SA131009
			SA131
			SA053
			SA002
			SA0530020
			DF SA002
			SA137
			SA135
			SA086
			SA002
			SA131
			SA082
			SA137
			SA101
			SA002
			SA131009
			SA002
			SA1350030
			SA131009
			SA101010
			SA086
			SA086 JAB
			SA130 JABATAN

23. Ini adalah halaman *'Look up Leave Approver'* di mana awda memilih ketua / pegawai kanan yang membenarkan cuti awda.

24. Terdapat dua **(2)** cara untuk mencari ketua / pegawai kanan yang membenarkan cuti awda *(Leave Approver)* :

a. Tatacara yang pertama ialah melalui *EmplID :*

i. Sila isikan nombor kad pengenalan pegawai tersebut di dalam ruang disebelah kanan *'begins with'*.

ii. Klik *'Look Up'* untuk meneruskan pencarian.

iii. Daripada senarai nama pegawai yang terpapar, sila klik nombor kad pengenalan ketua / pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja (Empl Rcd Nbr - 0) yang berkaitan)

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My Links   Select One: ▼

Menu

- **Self Service**
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - ─ Request Absence
    - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - ─ Dasar Keselamatan Data GEMS
  - ─ Verify Employee Information
  - ─ Induction Documents Checklist
  - ─ Review Transactions
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Reporting Tools
- ─ Take a Survey
- ─ Change My Password
- ─ My Personalizations
- ─ My System Profile

Look Up Leave Approver

Search by: Department ▼ begins with [   ] 🔍

Look Up   Cancel   Advanced Lookup

24(b.) Tatacara kedua adalah melalui Jabatan (*Department*) :

i. Sila isikan kod jabatan di dalam ruang di sebelah kanan *'begins with'*

ii. Klik *'Look Up'* untuk meneruskan pencarian.

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Home   Worklist   Add to My Links   GEMS Help Centre   Sign

My Links   Sele

Menu

- Self Service
  - Room Booking
  - Time Reporting
    - Report Time
      - Mass Time
      - Overtime Requests
      - Web Clock
      - Request Absence
    - View Time
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
  - Dasar Keselamatan Data GEMS
  - Verify Employee Information
  - Induction Documents Checklist
  - Review Transactions
  - Workflow User Preferences
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Reporting Tools
- PeopleTools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Look Up Department

Search by: Department ▼ begins with [   ]

Look Up   Cancel   Advanced Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All   First ◄ 1-100 of 300 ► Last

Department	Description	Short Description	Manager ID
SA001	UNIT PETROLEUM	UNIT PETRO	(blank)
SA001001	GAJI KAKITANGAN	GAJI KAKIT	(blank)
SA00100101	SEKRETARIAT	SEKRETARIA	(blank)
SA001002	BHG KORPORAT	BHG KORPOR	(blank)
SA00100201	UNIT UNDANG-UNDANG	UNIT UNDAN	(blank)
SA00100202	SEKRETARIAT	SEKRETARIA	(blank)
SA00100203	TEK.MAKLUMAT & PENGURUSAN	TEK.MAKLUM	(blank)
SA00100204	UNIT HAL EHWAL DALAM (KSI)	UNIT HAL E	(blank)
SA00100205	UNIT HAL EHWAL DALAM (KSE)	UNIT HAL E	(blank)
SA001003	BHG AUDIT	BHG AUDIT	(blank)
SA001004	BHG KOMERSIAL	BHG KOMERS	(blank)
SA00100401	UNIT PERDAGANGAN	UNIT PERDA	(blank)
SA00100402	UNIT PENGANGKUTAN	UNIT PENGA	(blank)
SA00100403	UNIT TENDER DAN KONTRAK	UNIT TENDE	(blank)
SA001005	BHG EKSPLORASI	BHG EKSPLO	(blank)
SA00100501	UNIT KAWASAN KONSESI	UNIT KAWAS	(blank)
SA00100502	UNIT KAWASAN USAHASAMA/TERBUKA	KAWASAN US	(blank)
SA001006	BAHAGIAN PEMAJUAN	BAHAGIAN P	(blank)
SA00100601	UNIT SUB-SURFACE (DSS)	UNIT SUB-S	(blank)
SA00100602	UNIT KEJURUTERAN (DEE)	UNIT KEJUR	(blank)
SA00100603	PENGELUARAN & OPERASI (DPO)	PENGELUARA	(blank)
SA00100604	UNIT KAWASAN KONSESI (BAHAGIAN	UNIT KAWAS	(blank)
SA00100605	UNIT KAWASAN USAHASAMA/TERBUKA	UNIT KAWAS	(blank)
SA00100606	UNIT PEMPROSESAN	UNIT PEMPR	(blank)
SA001007	PERANCANGAN STRATEJIK	PERANCANGA	(blank)
SA00100701	UNIT PENYELIDIKAN	UNIT PENYE	(blank)
SA00100702	UNIT INDUSTRI HILIRAN	UNIT INDUS	(blank)
SA00100703	UNIT KEWANGAN	UNIT KEWAN	(blank)
SA001008	BAHAGIAN STRATEGI DAN KEWANGAN	BAHAGIAN S	(blank)
SA00100801	UNIT PENELIDIKAN	UNIT PENEL	(blank)
SA00100802	UNIT INDUSTRI HILIRAN	UNIT INDUS	(blank)
SA00100803	UNIT KEWANGAN	UNIT KEWAN	(blank)
SA001009	BHG TENAGA MANUSIA	BHG TENAGA	(blank)
SA00100901	UNIT KEMAJUAN	UNIT KEMAJ	(blank)
SA00100902	UNIT KAKITANGAN	UNIT KAKIT	(blank)
SA001010	PENTADBIRAN DAN KEWANGAN	PENTADBIRA	(blank)
SA00101001	BAHAGIAN PENTADBIRAN	BAHAGIAN P	(blank)
SA00101002	BAHAGIAN UNDANG-UNDANG	BAHAGIAN U	(blank)
SA00101003	BHG PEMAJUAN TENAGA MANUSIA	BAHAGIAN P	(blank)
SA00101004	BAHAGIAN TEKNOLOGI MAKLUMAT	BAHAGIAN T	(blank)
SA001011	PENTADBIRAN / PERKHIDMATAN	PENTADBIRA	(blank)
SA00101101	BAHAGIAN PENTADBIRAN	BAHAGIAN P	(blank)
SA00101102	BAHAGIAN UNDANG-UNDANG	BAHAGIAN U	(blank)

24(b.)

iii. Daripada senarai pegawai yang terpapar, sila klik kod jabatan ketua / pegawai yang membenarkan cuti awda.

iv. Jika kod jabatan tidak diketahui, sila klik *'Advanced Lookup'.*

(Pastikan awda memilih kod jabatan yang berkaitan)

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My Links　Select One:

Menu

- Self Service
  - Room Booking
  - Time Reporting
    - Report Time
      - Request Absence
    - View Time
  - Personal Information
  - Payroll and Compensation
  - Benefits
  - Learning and Development
  - Learning
  - Performance Management
  - Recruiting Activities
  - Attendance
  - Dasar Keselamatan Data GEMS
  - Verify Employee Information
  - Induction Documents Checklist
  - Review Transactions
- Global Payroll & Absence Mgmt
- Workforce Development
- Set Up HRMS
- Set Up ELM
- My Content
- Content Management
- Reporting Tools
- Take a Survey
- Change My Password
- My Personalizations
- My System Profile

Look Up Leave Approver

Search by: Department ▼ begins with SA127

> **25**. Sila isikan kod jabatan di dalam ruang di sebelah kanan *'begins with'.*

Look Up　Cancel　Advanced Lookup

> **26**. Klik *'Look Up'* untuk meneruskan pencarian.

Search Results

View All

First ◄ 1-100 of 132 ► Last

Department EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
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SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
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SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003			BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003			BAHAGIAN PEMBANGUNAN DAN PENGURUSAN

Menu

- Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Request Absence
    - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
  - ▷ Recruiting Activities
  - ▷ Attendance
  - – Dasar Keselamatan Data GEMS
  - – Verify Employee Information
  - – Induction Documents Checklist
  - – Review Transactions
- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
- ▷ Set Up HRMS
- ▷ Set Up ELM
- ▷ My Content
- ▷ Content Management
- ▷ Reporting Tools
- – Take a Survey
- – Change My Password
- – My Personalizations
- – My System Profile

My Links   Select One:

Look Up Leave Approver

Search by: Department ▾ begins with SA

[Look Up] [Cancel] Advanced Lookup

27. Daripada senarai pegawai yang terpapar, sila klik kod Ketua Jabatan / Pegawai yang membenarkan cuti awda.

(Pastikan awda memilih nombor rekod pekerja *(Empl Rcd Nbr -0)* yang berkaitan.)

Search Results

View All

First ◄ 1-100 of 132 ► Last

Department EmplID	Empl Rcd Nbr	Official Name	Long Description
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
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SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127			JABATAN PERKHIDMATAN AWAM
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
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SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127001			PEJABAT KETUA PENGARAH
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127002			BAHAGIAN PERKHIDMATAN KAUNSELING
SA127003			BAHAGIAN PEMBANGUNAN DAN PENGURUSAN
SA127003			BAHAGIAN PEMBANGUNAN DAN PENGURUSAN

Menu

- Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Request Absence
  - ▷ View Time
  - ▷ Personal Information
  - ▷ Payroll and Compensation
  - ▷ Benefits
  - ▷ Learning and Development
  - ▷ Learning
  - ▷ Performance Management
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- ▷ My Content
- ▷ Content Management
- ▷ Reporting Tools
- – Take a Survey
- – Change My Password
- – My Personalizations
- – My System Profile

My Links | Select One: ▼

Request Absence

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting your request. If Leave application is 'Annual Leave with Exit Country', please select 'Exit Country' under Filter by Type.

Absence Detail

*Start Date:	12/12/2016 📅	View Monthly Schedule
End Date:	17/12/2016 📅	
Filter by Type:	Accumulating Leaves ▼	
*Absence Name:	Annual Leave ▼	Current Balance: 22.00 Days**
Duration:	6.00 Days	

Calculate Duration

Handover Document   Customize | Find | 🖩   First ◀ 1 of 1 ▶ Last

	Job Description	Status	Refer To	Comments	
1		▼			➕ ➖

Leave Request Approval Chain

Leave Approver 70000004 🔍 MD ALI BIN HUSSIN

Confirm Approver

Comments

Requestor Comments: MEMOHON KEBENARAN CUTI TAHUNAN BERMULA PADA 12 HINGGA 17 DISEMBER 2016.

* Required Field

**Disclaimer: The current balance does not reflect absences that have not been processed.

Submit

Go To: View Absence Request History

View Absence Balances

---

28. Klik *"Confirm Approver".*

29. Isi ruangan komen *(Comment).*

Contoh : Memohon kebenaran cuti tahunan bermula pada 12 hingga 17 Disember 2016.

30. Klik *"Submit"*

Menu ▬

▽ Self Service
  ▷ Room Booking
  ▽ Time Reporting
    ▽ Report Time
      ▬ Request Absence
    ▷ View Time
  ▷ Personal Information
  ▷ Payroll and Compensation
  ▷ Benefits
  ▷ Learning and Development
  ▷ Learning
  ▷ Performance Management
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  ▬ Dasar Keselamatan Data GEMS
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▷ Global Payroll & Absence Mgmt
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▷ My Content
▷ Content Management
▷ Reporting Tools
▬ Take a Survey
▬ Change My Password
▬ My Personalizations
▬ My System Profile

My Links | Select One: ▼ |

Submit Confirmation

✔ The Absence Request was successfully submitted.

OK

31. Klik *'OK'* untuk mengesahkan permohonan cuti awda.

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My Links | Select One: ▼

Menu

- ▽ Self Service
  - ▷ Room Booking
  - ▽ Time Reporting
    - ▽ Report Time
      - – Request Absence
    - ▷ View Time
  - ▷ Personal Information
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- ▷ Global Payroll & Absence Mgmt
- ▷ Workforce Development
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- ▷ My Content
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- ▷ Reporting Tools
- – Take a Survey
- – Change My Password
- – My Personalizations
- – My System Profile

Request Details

ABDUL RAHMAN BIN ABDUL RAHIM

KERANI

D.1-2-3 EB 4-5
View Request Status and Approval Details

Details

Start Date:	12/12/2016
End Date:	17/12/2016
Absence Name:	Annual Leave **Current Balance:** 22.00 Days**
Duration:	6.00 Days

Handover Document   Customize | Find | 🔛   First ◀ 1 of 1 ▶ Last

Job Description	Status	Refer To	Comments
1			

Workflow

Status:	Submitted

BCS Absence_Mgmt_ByPosMgmt

▽ **Absence Management:Pending**

BCS Absence_Mgmt_ByPosMgmt

Pending
🕐 MD ALI BIN HUSSIN
Leave Request Approver

**Disclaimer: The current balance does not reflect absences that have not been processed.

Go To: Request Absence

       View Absence Request History

       View Absence Balances

32. (i) Status menunjukkan permohonan cuti awda telah dihadapkan.

(ii) Awda akan menerima status permohonan awda melalui emel.